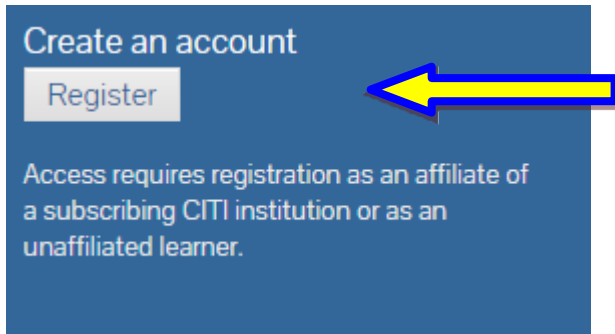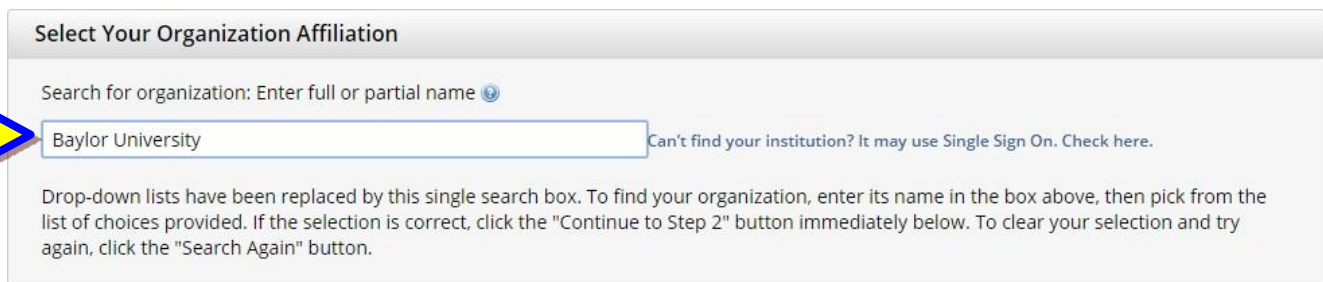# CITI Training Registration Instructions

Registration: Go to www.citiprogram.org and select the "Register" Link in the Create an Account box. Baylor does not use the Single sign on function with CITI.
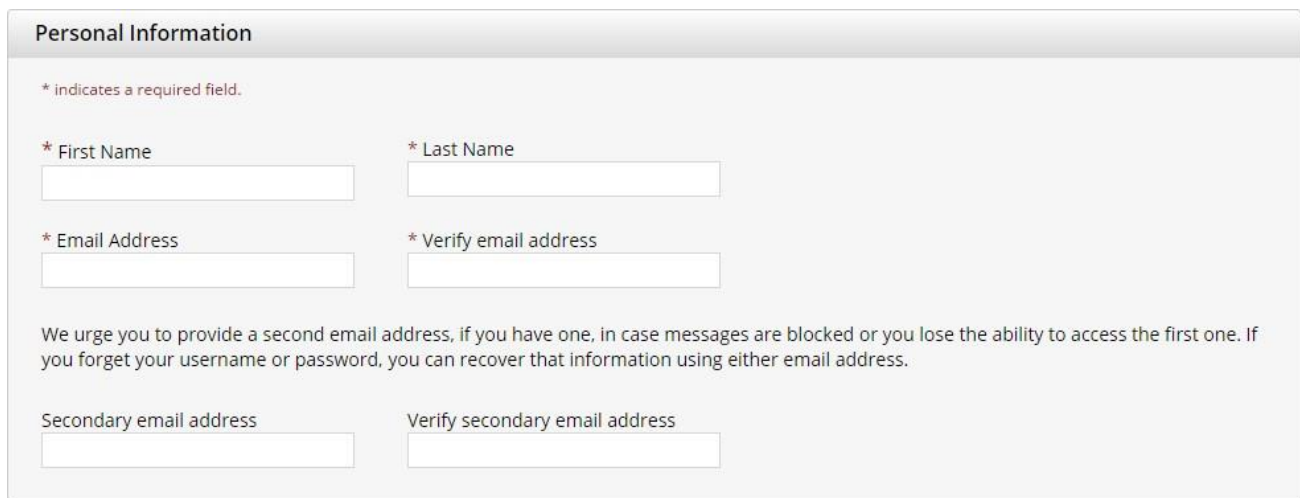
Create an account

Register

Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

1. Choose Baylor University as your Organization Affiliation. Continue to Step 2.

Select Your Organization Affiliation

Search for organization: Enter full or partial name

Baylor University   Can't find your institution? It may use Single Sign On. Check here.

Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

2. Enter your first name, last name, and your Baylor email address. You may enter a secondary email address as a backup, but it is not necessary.

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

Continue to Step 3

3. Create a personal username and password. These should both be things that you will easily remember. Then select a security question in case you forget your login information.

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password   *** Verify Password**

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

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4. Fill out your corresponding gender, ethnicity, and race. If you would prefer not to answer these, you may select that option for each question

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity?
Why does CITI Program use these categories?

* indicates a required field.

* I identify my Gender as:

○ Female
◉ Male
○ Transgender or Other
○ Prefer not to answer

* I identify my Ethnicity as:

○ Hispanic or Latino
◉ Not Hispanic or Latino
○ Prefer not to answer

* I identify my Race as: (you may select more than one)

☐ American Indian or Alaska Native
☐ Black or African American
☐ Asian
☐ Native Hawaiian or Other Pacific Islander
☐ White
☐ Prefer not to answer

5. For Section 5 your answer will generally be "No", Baylor does not offer any CEU's for CITI Training Modules. The surveys referred to in the following question are associated with the CITI program, not Baylor University. Whether you participate or not is at your discretion.

> *** Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**
>
> CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.
>
> CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.
>
> **Yes**
> At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.
>
> ○ Yes
>
> **No**
> The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grad book page.
>
> ◉ No

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6. After you click the Submit Button, you will be asked for some additional information. Only the fields with an asterisk next to it are required.
   a. For your institutional email address use your baylor email address
   b. If you are unsure of "Which course you plan to take?", choose "Other"

> **Please provide the following information requested by Baylor University**
>
> * indicates a required field.
> **Language Preference**
> [▼]
>
> *** Institutional Email Address**
> *We recommend providing an email address issued by Baylor University or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help Baylor University officials identify your learning records in reports.*
> [Enter a valid Institutional Email Address.]
>
> *** Verify Institutional Email Address**
> [Re-enter Institutional Email Address.]
>
> *** Highest Degree**
> [▼]
>
> **Employee Number**
> [ ]
>
> **Department**
> [ ]
>
> **Role In Human Subjects Research**
> [▼]
>
> *** Office Phone**
> [ ]
>
> **Which Course Do You Plan To Take?**
> [▼]

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7. After you click the continue button, you will have to scroll to the bottom of the next screen to view the remaining enrollment questions. For Question 1, please select the first option, Social & Behavioral Research Investigators. You may skip the other questions except number 6, which requires an answer. Select "Not at this time." Then select "Complete Registration" at the bottom.

Question 1

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer

○ **Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
○ **IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
○ **Minimal risk research:**
○ No human research course needed.

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* Question 6

Biosafety/Biosecurity Course

Please make your selection below to receive the courses in the Biosafety/Biosecurity Course.

Choose one answer

○ Introduction to Biosafety
○ Basic Biosafety Training
○ Institutional Biosafety Committee Member
○ Biosafety Complete Training
○ Not at this time.

Complete Registration

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8. You are now finished. Click "Finalize Registration" and your registration is complete.

CITI - Learner Registration

Your registration with **Baylor University** is complete.

Finalize registration